

Tips on Effective Communication with Your Legislator

1. Be Informed

Make sure you are both knowledgeable and accurate about your issue

2. Understand the Process

Familiarize yourself with the legislative process

3. Get Involved

Participate in public meetings

4. Get to Know Your Legislators

Learn which legislators to contact for each issue

Visit the legislative website to find out who your local representatives are at www.in.gov/legislative

5. Prepare to Compromise and Be Patient!

Know that your issue is not the only good cause which needs the legislator's attention

Important Phone Numbers and Websites

Take a look at these phone numbers and websites for some of Indiana's State Agencies. You may be able to find out the answers to some of your basic questions or concerns simply by doing a little research of your own. These phone numbers and websites have been set up for your convenience — use them!

State Information Center: 800-382-1563

Office of the Governor: 317-232-4567

Attorney General: 800-382-5516

Department of Health: 800-433-0746

Department of Insurance: 800-622-4461

Literacy Resource Center: 800-624-7585

State Park Information: 800-622-4931

Official State of Indiana Website

<http://www.in.gov>

The Indiana General Assembly

<http://www.in.gov/legislative>

The Governor of Indiana

<http://www.in.gov/gov>

The Lieutenant Governor of Indiana

<http://www.in/lgov>

Indiana Secretary of State

<http://www.in.gov/sos>

Indiana Attorney General

<http://www.in.gov/ag>

State of Indiana Job Bank

<http://www.in.gov/jobs/jobbank.html>

Indiana Family & Social Services Association

<http://www.in.gov/fssa/>

Contacting Your Legislator



From
The Indiana
General Assembly



How to E-mail Your Legislator:

All Senators and Representatives have the same e-mail addresses except for the District numbers — all you have to do is change the District number to that of the legislator you wish to contact and your e-mail will go directly to them. (see arrows below)

Another tip is to always include your mailing address and phone number in your e-mail. This makes it easier for the legislator to respond to you.

State Senators:
S1@in.gov

State Representatives:
H32@in.gov

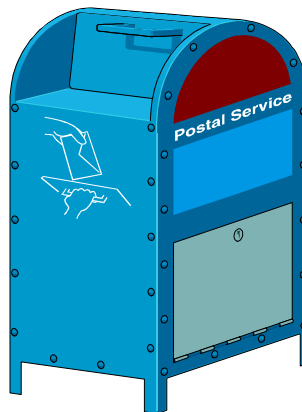
**Or you can contact your
legislator through the Indiana
General Assembly's website:**

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☆☆ <http://www.in.gov/legislative> ☆☆☆
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This site will also provide you with information about the main issues concerning each Legislative Caucus.

Communicating by Letters —

- Use a return address on the envelope **and** the letter itself
- Identify yourself and your business
- State your purpose in writing (including the legislative bill number — if possible)
- Use actual facts or situations to reinforce your position
- Be firm, but don't insist or threaten
- Ask for a reply
- Follow up with a phone call and include your phone number on your letter
- Be clear and concise with your questions and concerns so the legislator knows exactly how you would like him or her to follow up on the situation
- Make sure the legislator's name is spelled correctly and that you have the appropriate title
- The correct way to address your letter is:



Legislator's Name
Statehouse
200 West Washington St.
Indianapolis, IN 46204

Effectively Telephoning your Legislator:



Senate:
(317)232-9400 or
(800)382-9467

Toll-free

Toll-free

House:
(317)232-9600 or
(800)382-9841

Unless you are a close, personal friend of the legislator, it is NOT always necessary that you speak directly to him or her. A staff member will be happy to take a message and relay your question, concern or opinion to the legislator.

Be sure to convey your name, address, and telephone number so that the legislator can follow up either by phone or letter, if necessary.

Make sure that you clearly state your position on the legislation or issue about which you are calling. Legislators are always glad to receive input from their constituents. Remember, they are elected to represent you.

